



# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

MONTHLY REPORT FOR OCTOBER 1983

FROM

Chief, Administrative Management  
Division, OC

EXTENSION

NO.

OCAM M-83-045

DATE

08 NOV 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

10 NOV 1983

15 NOV 1983

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2.

DD/CO

9 NOV 1983

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3.

OC-EXA

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FORM  
1-79

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USE PREVIOUS  
EDITIONS

CONFIDENTIAL

OCAM M83- 045

MEMORANDUM FOR: Director of Communications

25X1 FROM: [REDACTED]  
Chief, Administrative Management Division, OC

25X1 SUBJECT: Monthly Report for October 1983 [REDACTED]

1. The Office of Communications reviewed approximately 1600 applicant files during FY83. Of the files reviewed, almost 40 percent were Telecommunications Specialists, about 50 percent were Electronic Technicians, and 10 percent were Electronic Engineers. Those file reviews resulted in over 800 interviews and by 30 September 1983, OC had entered on duty 209 new employees, including 88 communicators, 66 technicians and 13 engineers. [REDACTED]

25X1 3. [REDACTED] travelled to North Carolina to address an assembled group of OC retirees. His presentation dealt with getting a sounding from the retirees concerning their desires to return to work as Independent Contractors to fill specific requirements as they surface in the future. As a result, twenty-one Employment Opportunity Questionnaires were received in the Administrative Management Division from retirees who indicated interest in establishing independent contractor relationships with OC. [REDACTED]

25X1 4. Office of Personnel is exploring options for dealing with the negative financial impact that new employees will face starting in January 1984 when they will be subject to Social Security and Civil Service retirement deduction (14%). [REDACTED]

25X1 5. On 24 October 1983, responsibility for the employee suggestion program was transferred from the OC-EXA to OC-AMD and will be handled by the Assistant for Personnel Recognition. [REDACTED]

25X1 CONFIDENTIAL

## CONFIDENTIAL

25X1 SUBJECT: Monthly Report for October 1983 [ ]

25X1 6. On Monday, 24 October, a ceremony was held at the D/CO staff meeting to present several awards to OC employees. Messrs. [ ] CTB instructors, received a \$3,000 Special Achievement Award to be equally shared. The award was presented in recognition for their outstanding performance in conducting field and residency satellite training. 25X1 [ ] was presented a \$500 Special Achievement Award for her many contributions to the successful office management in 25X1 [ ], was the recipient of a Certificate of Distinction and a Certificate of Special Achievement (\$1,000) for his assistance [ ] 25X1 and [ ] was honored with a Certificate of 25X1 Distinction for providing support [ ] during 25X1 the same time period. [ ] was awarded a Certificate 25X1 of Merit for his assistance [ ]

25X1 7. The first of the PRS-6 equipment racks have arrived at CTB and the installation team has begun assembly of the new equipment in Room 114. [ ]

25X1 8. The OC Management Seminar was conducted [ ] on 25X1 24-27 October 1983. A total of 18 personnel participated. [ ] 25X1 [ ]

## Distribution:

Original - D/CO, DD/CO, OC-EXA, OC-MLS, OC/OL-IMC

1 - OC-FND

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25X1 [ ]

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